

**SELF SERVICE CENTER  
PROCESS CHECKLIST  
STOP ORDER OF ASSIGNMENT BY AGREEMENT**

- ☐ **STEP 1:** Complete the following forms:
- ***"Family Court Post-Decree Cover Sheet"***
  - ***"Agreement to Stop Order of Assignment"***
  - ***"Order Stopping Order of Assignment"***
  - ***"Current Employer Information Sheet"***
- ☐ **STEP 2:** Make two copies\* of the ***"Agreement to Stop Order of Assignment."***  
\* *If* either party is using the child support enforcement services of the IV-D agency, make a **third copy** for that agency.
- ☐ **STEP 3:** Separate your documents into three sets (four, if the IV-D Agency is involved). Put your documents in this order:

**Set 1 - ORIGINALS to be filed with the Clerk of Court:**

1. ***"Family Court Post-Decree Cover Sheet"***
2. ***"Agreement to Stop Order of Assignment"***
3. ***"Order Stopping Order of Assignment"***
4. ***"Current Employer Information Sheet"***

**Set 2 - Copy for You:** (1) ***"Agreement to Stop Order of Assignment"***  
(1) ***"Order Stopping Order of Assignment"***

**Set 3 – Copy for Other Party:** (1) ***"Agreement to Stop Order of Assignment"***  
(1) ***"Order Stopping Order of Assignment"***

**Set 4\* – Copy for IV-D Agency:** (1) ***"Agreement to Stop Order of Assignment"***  
\*only if required (1) ***"Order Stopping Order of Assignment"***

- ☐ **STEP 4:** GO TO THE COURT TO FILE YOUR PAPERS. Take all originals and copies.  
The Court is open from 8am-5pm, Monday-Friday. **You should go to the Court at least two hours before it closes.** You may file your court papers at the Clerk of Court's offices at the following Superior Court locations:

Central Court Building  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

Southeast Court Complex  
222 East Javelina Drive, 1st floor  
Mesa, Arizona 85210

Northwest Court Complex  
14264 West Tierra Buena Ln  
Surprise, Arizona 85374

**FILE:** Go to the Clerk of the Court filing counter to file your documents.

**FEES:** There is **no filing fee** for this request when it is by **agreement** (A.R.S. §25-504). There may be an appearance fee if the person filing this request has never "appeared" in the case, that is, has never filed any papers previously. The Self-Service Center and the Filing Counter have forms to request a deferral of any fees that apply.

**PAPERS:** Hand all three **(3)** (or four **(4)**) sets of your court papers to the clerk along with cash, check or a money order for any fees.

**MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK:**

- Your Set of Copies
- Other Party's Set of Copies
- A copy for the IV-D Agency, if required

- ☐ Ask the Clerk to stamp the extra copies for you too. These are called "conformed" copies.
- ☐ Provide **two** self-addressed, stamped envelopes: one addressed to you AND one addressed to the other party so the staff can mail the decision to both parties.

**WHAT THE COURT WILL DO:** The Court will decide one of the following, based on the paperwork you submitted.

- ◆ Grant the relief you requested.
- ◆ Schedule a hearing for you and the other party to come talk to the judge about the case (if the judge has questions).
- ◆ Return your paperwork because you did not show good reason for the change requested.
- ◆ Other orders the judge thinks proper.

**STEP 5:** **WAIT** for the Court to let you know if the judicial officer or Clerk's Office signed the Order or if it was set for a hearing. ***Read the Order Carefully!*** If it goes to a hearing, a conference may be scheduled and a Report, Recommendation and Order sent to the Court.

**REMINDER:** You must leave TWO self-addressed envelopes ***with correct postage***: one addressed to you, one addressed to the other party, for the judge's staff or Clerk's office to send the decision to both of you.